

SMALL BUSINESS, SMALL DISADVANTAGED BUSINESS,
WOMEN-OWNED SMALL BUSINESS, SERVICE-DISABLED VETERAN-OWNED
SMALL BUSINESS
AND HUB ZONE SMALL BUSINESS

SUBCONTRACTING PLAN

Identification Data

Contractor: Ames Laboratory

Address: Iowa State University

Ames, IA 50011

Solicitation or Contract Number: AC02-43CH-00082

Item/Service: Research Laboratory

Total Amount of Contract (Including Options) \$ 30 M

Period of Contract Performance (DAY, MO. & YR.) 10/01/05 - 09/30/06

1. Type of Plan (check one)

X Individual Contract Plan - Individual Contract Plan, as used in this subpart, means a subcontracting plan that covers the entire contract period (including option periods), applies to a specific contract, and has goals that are based on the offeror's planned subcontracting in support of the specific contract, except that indirect costs incurred for common or joint purposes may be allocated on a prorated basis to the contract.

Master Plan - Master Plan, as used in this subpart, means a subcontracting plan that contains all of the required elements of the individual plans, except goals, and may be incorporated into individual contract plans, provided the master plan has been approved.

Commercial Products Plan - Commercial Plan, as used in this subpart, means a subcontracting plan that covers the offeror's fiscal-year and that applies to the entire production of commercial items sold by either the entire company or a portion thereof (e.g., division, plant, or product line). The contractor must provide a copy of the approved plan. **NOTE: A commercial plan is the preferred type of subcontracting plan for contractors furnishing commercial items.**

2. Goals

State separate dollar and percentage goals for small business concerns, small disadvantaged business concerns, women-owned small business concerns, service-disabled veteran-owned small business concerns, and HUB Zone small business concerns as subcontractors, for the basic and each option year, as specified in FAR 19.704.

A. Total estimated dollar value of all planned subcontracting, i.e., with all types of concerns under this contract is \$ 5,000,000.

B. Total estimated dollar value and percent of planned subcontracting with small businesses (includes small disadvantaged businesses, women-owned small businesses, service-disabled veteran-owned small businesses, and HUB Zone small businesses): (% of "A"):
\$ 2,500,000 and 50%.

- C. Total estimated dollar value and percent of planned subcontracting with small disadvantaged businesses: (% of "A"):
\$ 375,000 and 7.5% .
- D. Total estimated dollar value and percent of planned subcontracting with women-owned small businesses: (% of "A"):
\$ 288,000 and 5.76 %.
- E. Total estimated dollar value and percent of planned subcontracting with service disabled veteran-owned small businesses: (% of "A"):
\$ 62,500 and 1.25 %.
- F. Total estimated dollar value and percent of planned subcontracting with HUB Zone small businesses: (% of "A"):
\$ 110,000 and 2.22 %.
- G. Total estimated dollar value and percent of planned subcontracting with large business (% of "A"):
\$ 2,500,000 and 50% .
- H. Provide a description of all the products and/or services to be subcontracted under this contract, and indicate the types of businesses supplying them; (i.e., SMALL BUSINESS (SB), SMALL DISADVANTAGED BUSINESS (SDB)), WOMEN-OWNED SMALL BUSINESS (WOSB), LARGE BUSINESS (LARGE), HUB ZONE (HUBS), SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (DV);

(check all that apply)

Subcontracted Product/Service	SB	SDB	WOSB	HUBS	LARGE	DV
Photography	X				X	
Laundry	X				X	
Glassware	X				X	
Paper Envelopes	X	X		X		
Lab Supplies	X	X	X		X	X
Gloves	X				X	
Office Supplies	X	X	X		X	X
Hardware	X	X		X	X	
Uniforms	X					
Cylinder Gases	X				X	
Electrical	X	X			X	X
Electronics	X	X			X	
Computer Supplies	X	X		X	X	X
Scientific Instrumentation					X	
Computers and Printers	X	X	X	X	X	
Equipment Maintenance					X	
Chemicals	X	X			X	

(Attach additional sheets if necessary.)

- I. A description of the methods used to develop the subcontracting goals for small businesses and subcategories as listed in Section 2, i.e., explain the method and state the quantitative basis (in dollars) used to establish the percentage goals, in addition, how the areas to be subcontracted to small businesses and subcategories as listed in Section 2 were determined, and how the capabilities of small businesses and subcategories as listed in Section 2 were determined -- include any source lists used in the determination.

Sources used by Ames Laboratory: (1) Iowa Targeted Small Business Newslne, (2) Minority Business Entrepreneur, (3) Chicago Black Pages, (4) Minority Business Telephone Book, (5) SBA-Pro-Net, (6) National Directory of Minority-Owned Business Firms, (7) Our own computer listing, (8) ISU Small Business listing, (9) Iowa EntreNews, (10) Chicago Business Opportunity Fair, (11) Various internet sites.

Reliability as to quality of products supplied and realistic delivery dates are tested with small purchase orders. When a company has proven satisfactory, contracts are established for product lines carried by those vendors. This will insure adequate business is conducted with small businesses and subcategories as listed in Section 2. Obtain competition only among small businesses and subcategories as listed in Section 2 for products and services when we have two or more reliable and responsive such businesses. In the absence of competition, sole source procurements to small businesses and subcategories as listed in Section 2 are possible when the total value of the procurement is under \$25,000 and the vendor has a proven record for furnishing reliable products at satisfactory prices and in timely delivery periods.

We are utilizing BOA's that have been negotiated by other DOE laboratories. The BOA's being used are mainly contracted with large businesses. While this

J. Indirect costs have been _____ have not been X included in the dollar and percentage subcontracting goals stated above. (check one)

K. If indirect costs have been included, explain the method used to determine the proportionate share of such costs to be allocated as subcontract to small businesses and subcategories as listed in Section 2.

Name, title, position within the corporate structure, and duties and responsibilities of the employee who will administer the contractor's subcontracting program.

Telephone: (515)294-4191

Duties: Has general overall responsibility for the contractor's subcontracting program, i.e., developing preparing, and executing subcontracting plans and monitoring performance relative to the requirements of this particular plan. These duties include, but are no limited to, the following activities:

- A. Developing and promoting company-wide policy initiatives that demonstrate the company's support for awarding contracts and subcontracts to small businesses and subcategories as listed in Section 2; and assure that small businesses and subcategories as listed in Section 2 are included on the services they are capable of providing;
- B. Developing and maintaining bidder's lists of small businesses and subcategories as listed in Section 2 from all possible sources;
- C. Ensuring periodic rotation of potential subcontractors on bidder's lists;
- D. Ensuring that procurement "packages" are designed to permit the maximum possible participation of small businesses and subcategories as listed in Section 2; within Federal Purchasing laws and regulations;
- E. Make arrangements for the utilization of various sources for the identification of small businesses and subcategories as listed in Section 2 such as the SBA's Procurement Marketing and Access Network Pro-Net, the National Minority Purchasing Council Vendor Information Service, the Office of Minority Business Data Center in the Department of Commerce, National Association of Women Business Owner Vendor Information Service, and the facilities of local small business, minority and women associations, and contact with Federal agencies' Small Business Program Managers;
- F. Overseeing the establishment and maintenance of contract and subcontract award records;
- G. Attending or arranging for the attendance of company counselors at Small Business Opportunity Workshops, Minority and Women Business Enterprise Seminars, Trade Fairs, Procurements Conferences, etc.;
- H. Ensure small businesses and subcategories as listed in Section 2 are made aware of subcontracting opportunities and how to prepare responsive bids to the company;

- I. Conducting or arranging for the conduct of training for purchasing personnel regarding the intent and impact of Public Law 95-507 on purchasing procedures;
- J. Monitoring the company's performance and making any adjustments necessary to achieve the subcontract plan goals;
- K. Preparing, and submitting timely, required subcontract reports;
- L. Coordinating the company's activities during the conduct of compliance reviews by Federal agencies;
- M. Reviewing solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit small business and subcategories as listed in Section 2 participation, where possible.
- N. Ensuring that the bid proposal review board documents its reasons for not selecting low bids submitted by small business and subcategories as listed in Section 2.
- O. Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
- P. Ensuring that historically Black colleges and universities and minority institutions shall be afforded maximum practicable opportunity (if applicable).

4. Equitable Opportunity

The contractor agrees to ensure that small business and subcategories as listed in Section 2 will have an equitable opportunity to compete for subcontracts. The various efforts include, but are not limited to, the following activities:

- A. Outreach efforts to obtain sources:
 - (i) Contacting small business and subcategories as listed in Section 2 trade associations (identify specific small, small disadvantaged business, women-owned small business, service-disabled veteran-owned business, and HUB Zone small business trade associations).

Minority Business Telephone Book, Greater Chicago Minority Business Directory, Try Us, Minority Entrepreneur and Chicago's Minority Business, National Directory of Minority-Owned Business Firms, Minority Business Entrepreneur and Hispanic Business.

- (ii) Contacting small business development organizations (identify specific small business development organizations).

Targeted Small Business of Iowa Department of Economic Development, North Central Small Business Council

- (iii) Attending small business and subcategories as listed in Section 2 procurement conferences and trade fairs (to the extent known, identify specific procurement conferences and trade fairs and dates).

38th Chicago Business Opportunity Fair in Chicago, IL, March 29-31, 2005. Due to cuts in the travel budget, our attendance at conferences and trade fairs is extremely limited.

- (iv) Potential sources will be requested from SBA's Pro-Net system.
- (v) Utilizing internet and magazine ads to encourage new sources.

B. Internal efforts to guide and encourage purchasing personnel:

- (i) Presenting workshops, seminars, and training programs;
- (ii) Establishing, maintaining, and using small business and subcategories as listed in Section 2 source lists, guides, and other data for soliciting subcontracts; and
- (iii) Monitoring activities to evaluate compliance with the subcontracting plan.

- C. Additional efforts: Inviting small business and subcategories as listed in Section 2 to visit our facility, i.e., Eagle Communications, Custom Paper, Native American Office Products. Close relationship with other GOCO's and ISU for additional minority sources.

5. Flow-Down clause

The contractor agrees to include the provisions under FAR 52.219-8, "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities. All subcontractors, except small business concerns, that receive subcontracts in excess of \$500,000 (\$1,000,000 for construction) must adopt and comply with a plan similar to the plan required by FAR 52.219-9, "Small Business, Small Disadvantaged Business, Women-Owned Small Business, Service-Disabled Veteran-Owned Business, HUB Zone Small Business Subcontracting Plan." (FAR 19.704 (a)(4)).

Such plans will be reviewed by comparing them with the provisions on Section 221 of Public Law 95-507 and Public Law 100-656, Sections 502 and 503 and assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small business and subcategories listed in Section 2 and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to subcontractors facilities to review applicable records and subcontracting program progress.

6. Reporting and Cooperation

The contractor gives assurance of (1) cooperation in any studies or surveys that may be required by the contracting agency or the Small Business Administration; (2) submission of periodic reports such as utilization reports, which show compliance with the subcontracting plan; (3) submission of Standard Form (SF) 294, "Subcontracting Report for Individual Contracts," and SF-295, "Summary Subcontract Report, II in accordance with the instructions on the forms; and (4)

ensuring that large business subcontractors with subcontracting plans agree to submit Standard Forms 294 and 295.

<u>Reporting Period</u>	<u>Report Due</u>	<u>Due Date</u>
Oct 1 - Dec 31	SF-294	01/31
Jan 1 - March 31	SF-294	04/30
Apr 1 - June 30	SF-294	07/30
Jul 1 - Sept 30	SF-294	10/30
Oct 1 - Sep 30	SF-295*	10/30*
Oct 1 - Sep 30	OF-312	10/30

7. Recordkeeping

The following is a recitation of the types of records the contractor will maintain to demonstrate the procedures adopted to comply with the requirements and goals in the subcontracting plan. These records will include, but not be limited to, the following:

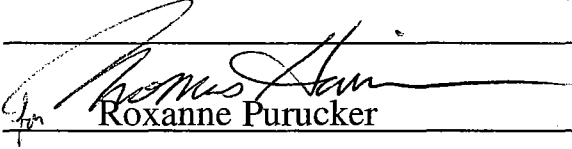
- A. The prime contractor is using Pro-Net as its source for small business and subcategories listed in Section 2;
- B. Organizations contacted in an attempt to locate small business and subcategories listed in Section 2; Iowa State University Purchasing Department, DOE National Laboratories;
- C. On a contract-by-contract basis, records on all subcontract solicitations over \$100,000 which indicate for each solicitation (1) whether small business concerns and subcategories listed in Section 2 were solicited, and if not, why not; and (2) reason for failure of soliciting small business and subcategories listed in Section 2 to receive the subcontract award;
- D. Records to support other outreach efforts, e.g., contacts with small business and subcategories listed in Section 2 trade associations, attendance at small business, minority, women-owned small business procurement conferences and trade fairs;
- E. Records to support internal guidance and encouragement, provided to buyers through (1) workshops, seminars, training programs, incentive awards; and (2) monitoring of activities to evaluate compliance; and

- F. On a contract-by-contract basis, records to support subcontract award data including the name, address and business size of each subcontractor. (This item is not required for company or division-wide commercial products plans.)

This subcontracting plan was submitted by:

Signature: Connie Heim
Typed Name: Connie Heim
Title: Purchasing Agent/SBLO
Date Prepared: October 3, 2005
Phone No.: 515-294-4191

Approval:

Agency: U.S. Department of Energy
Signature: 
Typed Name: Roxanne Purucker
Title: Ames Site Manager Thomas Harrison
Ames Site Office
Contracting Officer
Date prepared: _____
Phone No.: 630-252-2402